



Town of Medway
DESIGN REVIEW COMMITTEE
155 Village Street, Medway MA 02053
(508) 533-3291

*Matthew Buckley, Chair
Julie Fallon, Vice-Chair
Tom Gay, Member
Rachel Walsh, Member
Lisa Graves, Member
Jessica Chabot, Member*

Approved: January 23, 2017

DRC Meeting Minutes: November 28, 2016
Medway Library – 26 High Street

Call to Order: – With a quorum present, this meeting was called to order by Chairman Buckley at 7:04 p.m.

Attendees:

	10/3/16	11/7/16	11/28/16	12/05/16	12/19/16
Matthew Buckley	X	X	X		
Julie Fallon	X	X	X		
Tom Gay	X	Absent with Notice	Absent with Notice		
Jessica Chabot	X	X	X		
Rachel Walsh		X	X		
Lisa Graves	Absent	Absent	Absent		
Rich Di Iulio (Alternate for PEDB)			X		

Planning & Economic Development Coordinator Susy Affleck-Childs, also attended the meeting. Planning and Economic Development Board member Rich Di Iulio attended the meeting in place of Tom Gay. Medway resident and former DRC member Karyl Spiller-Walsh was also in attendance.

The proposed agenda for the DRC meeting was to: informally discuss the Glen Brook Way multifamily development; discuss the proposed Timber Crest Estates residential development; discuss reports from DRC liaisons from other Town boards/committees; review previous DRC minutes; identify possible sign violations to report to the Building Inspector; and discuss other business as may come before the Committee.

Glen Brook Way, West St Medway; Metro West Collaborative Development:

Glenn Trindade, Chairmen of Medway Board of Selectmen and member of the Medway Affordable Housing Trust, was joined by Jennifer Van Campen of Metro West Collaborative Development and architect Mike Wolfson of Meander Studio to have an informal pre-application discussion on the

Glen Brook Way multifamily development with the DRC. Glenn opened by discussing how the Town of Medway has been looking at ways to improve the lack of affordable housing in Medway for several years. Glenn expressed his belief that it is in the best interest of Medway to offer an affordable housing option to its residents. Tax credits become available when building 20 units or more and will aid with funding this project. They have decided to partner with Metro West Collaborative Development because of their expertise and track record with developing and managing affordable housing. Glenn stressed it is imperative to do this right and build community support along the way which is why they are doing several informal discussions and presentations such as this one tonight to various Town offices and department heads.

Jennifer Van Campen discussed the background of Metro West Collaborative and expressed her desire to make this a project the town will love. She also stated the plan is to submit the application for “friendly” 40B comprehensive permit to the Board of Selectmen sometime in the next few weeks. Mike Wolfson, the architect on the Glen Brook Way project discussed his background and qualifications as one of very few architects in the area who work on affordable housing. He emphasized the need for communication between developer and Town during the entire process. In the current phase, there is still time to discuss issues and tweak the plans. The developer is proposing building the affordable housing at 33 West St in Medway. A conceptual site plan was distributed to all committee members (See attached).

As currently proposed the community will include:

- 16 one-bedroom rental units (1-unit handicap accessible)
- 21 two-bedroom rental units (2-units handicap accessible)
- 11 three-bedroom rental units (1-unit handicap accessible)
- Property management office
- 72 parking spaces
- Playground
- School bus shelter
- Walking trail
- Significant landscaping

Traffic flows one way in a rectangular formation off of West Street with four buildings inside the formation and two buildings outside the formation. This pattern allows for more convenient parking for residents and avoids the eye-sore of a large parking lot. Designing some of the parking spaces as parallel parking spaces slows down the flow of traffic and increases social interaction. Storm water management areas will be designated on the site plan plus and will likely include underground stormwater facilities under the parking. A large green space which consists of a 200-foot river-front (Hopping Brook) set-back and a 100-foot wetlands set-back is to the rear of the development. There is a walking trail that weaves its way through the development and leads out of

the development in between Buildings 5 and 6 to the wetlands/green space. Due to liability and parking restrictions the trail is currently planned for residents' use only.

There are three different building configurations planned: Type A (Buildings 1, 2, and 3); Type B where the management office will be located (Building 4) and Type C (Buildings 5 and 6).

Basement with a laundry area is planned for each building.

- Building Type A offers various layouts over three floors. First floor units consist of 1 and 2-bedroom units all one level. Second floor units consist of 2 and 3-bedrooms built in a townhouse style with each having a second-floor entry way and porch area. The lawn space between the buildings will be assigned to specific ground floor units for personal use.
- Building Type B is like the Type A building except it contains the management office in a portion of it.
- Building Type C has a 1 bedroom unit with either a 2 or 3-bedroom townhouse style unit above it. All the townhouses have porches and the ground floor units will have outdoor space.

Mike Wolfson explained that by assigning outdoor space to a specific unit it increases social interaction between neighbors and cuts down on abandoned items and trash laying around. It is the goal that each unit have dedicated outdoor space (porch or portion of grass area). The plans depicted buildings in three different styles - Mansard, Colonial, and Victorian. The exterior of the units will be clapboard and if the budget allows the clapboard will be made of a fiber cement (Hardi-plank) siding material. Fiber cement siding holds up much better than a painted clapboard. DRC members recommended a variation of architectural style and color. Different sizes of clapboards would also enhance the textual appearance.

Some concerns or questions expressed by the DRC:

- *Landscaping.* Landscaping buffering in between units will be small trees in the 1 to 2-inch diameter range. Every effort should be made to keep some of the large existing trees in place.
- *Views of power station.* Some of the higher floor units will be able to see the power wires and power generating facility. Proximity to the power station was a key factor in the lower purchase price of the land. The sound from the power generating facility may reach across West Street to this site. The DRC recommends extensive landscaping on the eastern portion of the site closest to West Street to provide a buffer to help block the noise.
- *Layout and size of units.* The Massachusetts Department of Housing and Committee Development sets the maximum and minimum size a unit can be.
- *Design details and funding.* If constrained by funding, the West Street facing units should be the ones with the most exterior details because that is the side that will be most seen by the traveling public.

- *Distance from street.* Buildings 1 and 2 are planned to be located on the footprint of the existing building thought to be between 20 to 25-feet from street. Additional landscaping was recommended to account for distance from street and to shield first floor view from power plant across the street.
- *Trash.* The DRC recommended avoiding large unsightly dumpsters. It was noted that each building will have a shed which will house the large trash and recycling bins that would be put out on trash day.

Buffering between development and bordering neighbors was another critical concern for the committee. The developer plans to use the same plantings for the buffer areas as planned within the development. Committee members stressed the need for something more substantial such as large evergreens several plantings deep, a fence or some other sort of sufficient buffering. Chairman Buckley brought up the additional concern for buffering from the vehicular headlights entering and within the development. Member Jessica Chabot inquired about site lighting and discussed the Committee's general concerns. Mike Wolfson explained they will be conscious of safety and esthetics when formulating the lighting plan. They will take into consideration "dark skies" principles and have all lighting pointing downward or at the building and not have lights glaring upward or into someone's eyes or house. Chairman Buckley wanted to look at a different parking scheme. Mike explained that due to Town regulations and space limitations, they were rather limited with where parking could go.

Jennifer Van Campen outlined the criteria for becoming a resident. The proposed income limit is 60% of the area median. For example, a family of 4 could make about \$60,000. A single person's income limit would be about \$40,000. Local preference, defined as those who currently live, work or have children who attend a Medway school would account for 70% of the units. Those people that do not qualify for the local preference will go into a lottery as well as those people that would have qualified for the local preference but who were not selected for the 70% local preference allocation. Rent is about \$1,000 for a one-bedroom apartment, \$1,200 for a two-bedroom apartment and \$1,500 for a three-bedroom unit. It is the intent to reserve 10-20% of units for those that have a project-based Section 8 voucher. The percent of Section 8 voucher units will be distributed evenly among the 70% local preference and 30% others. There is no set asset limit for residents. However, the interest generated by other assets will count toward a resident's income. If a resident's income improves it won't necessarily disqualify them to renew their lease. There will be criteria to address that.

All Committee members thought the proposal was a good start and that they would like to see the developer and those involved with the project back again as the process progresses.

Timber Crest Estates Development

Chairman Buckley wants to meet with someone representing the affordable housing group involved with Timber Crest to discuss the proposed development. The DRC intends to furnish a letter (keeping within the DRC purview) to the ZBA highlighting its concerns with Timber Crest development. Susy Affleck-Childs recommended stating in the letter that the DRC would like to attend a ZBA meeting about Timber Crest. Discussion ensued if there was any merit to sending a letter at all. The majority agreed that it would at least present the Committee's official standpoint. The site plan for Timber Crest was distributed and discussed. Karyl Spiller-Walsh reported that during one of the Timber Crest meetings with the ZBA she attended their attorney stated that their design team wanted to know what were some of the most important elements Medway wanted to see in this development – that desire has somehow gotten overshadowed as the process has gone on. There seemed to be several factors already discussed that could have benefitted from DRC's input and expertise. Timber Crest is filed as 40B comprehensive permit development because they have a portion of its houses classified as "affordable housing". This designation exempts them from a clear majority of local land use restrictions/regulations. The DRC is very concerned that the exempted regulations will allow Timber Crest to evolve into a development that:

- offers very little if any, sound and sight buffering
- is so dense it offers a quality of life in contrast with the context of the Medway Master plan; and
- is not in keeping with Medway's natural, scenic and aesthetic qualities.

Committee members discussed some of the issues they wanted to address in the letter:

- Size of lot in comparison to house being built on it.
- Density of houses consumes area for buffering between each house as well as preexisting abutting houses
- Design elements of houses and landscaping
- Flow of traffic through the development
- Drivers' sight lines are impaired because of density of houses fronting Holliston Street. Drivers would be entering or exiting onto one of the worst areas for traffic incidents in Medway without a clear line of sight.

A more defined list will be discussed during the December 5th meeting. Jessica Chabot will bring a site scale to measure the plots so the Committee can gage how far apart the houses will be from each other.

Board Members

Susy Affleck-Childs will see if a prospective new board member can attend the next meeting on December 5th.

Minutes: A motion to approve the November 7th DRC meeting minutes was approved as amended.

Sign Violations: Two possible sign violations were discussed. The first being a large 2' x 4' political sign that is nailed to a tree on Village St. (heading toward Millis). It is hanging over the sidewalk and has been there for approximately 2 months. The second violation is that one of lights at the Neighborhood Wrench at 16 Main St is angled so that it impairs your vision.

Adjournment:

With no further business before this committee, a motion was made by Chairman Buckley and seconded by Jessica Chabot to adjourn the meeting. The meeting was adjourned at 9:34 p.m.

Respectfully Submitted,
Cheryl Tennant
Meeting Secretary



To: Member of the Design Review Committee
From: Jennifer Van Campen
Date: November 21, 2016
Re: Glen Brook Way

Metro West Collaborative Development is a private non-profit community development corporation that owns and operates 44 units of affordable housing. In addition to building affordable housing we assist communities in planning and advocating for affordable housing and also respond to over 2,000 calls each year from people searching for affordable housing.

We have recently partnered with the Town of Weston and the Town of Lexington on two small “friendly” 40-B projects and are currently in the design phase of an 18-unit rental project in Norwell. We have been working with the Medway Affordable Housing Trust for over a year in order to identify a site for an affordable housing development. We are excited to have one coming together at Glen Brook Way.

Metro West CD has a purchase and sale agreement to purchase a 2.75 acre parcel at the subdivision known as 0, 1, 2 Glen Brook Way. We are also negotiating a purchase and sale agreement to acquire 33 West Street (.53 acres). Together the sites allow us to consider a significant rental development of up to 48 units.

We envision using various public and private funding sources including the federal Low Income Housing Tax Credit program which will require the occupants to be households that are at or below 60% of the area median income.

As currently proposed the community will include:

- 16 one-bedroom units
- 21 two-bedroom units
- 11 three-bedroom units
- Property management office
- 72 parking spaces
- Play ground
- School bus shelter
- Walking trail
- Significant landscaping

It is our goal to submit a Local Initiative Program application with the Board of Selectmen (a “friendly 40B” by the end of the year. As a result, we are eager to incorporate design elements that are important to the Town leadership while living within the constraints of public funding resources.



**Glen Brook Way,
West Street, Medway MA**

**Draft
Project Introduction
Design Review Committee**

November 22, 2016

As currently proposed the community will include:

- 16 one-bedroom units
- 21 two-bedroom units
- 11 three-bedroom units
- Property management office
- 72 parking spaces
- Play ground
- School bus shelter
- Walking trail
- Significant landscaping

Location

Aerial View from Google Maps showing the location off of West Street next to Hopping Brook



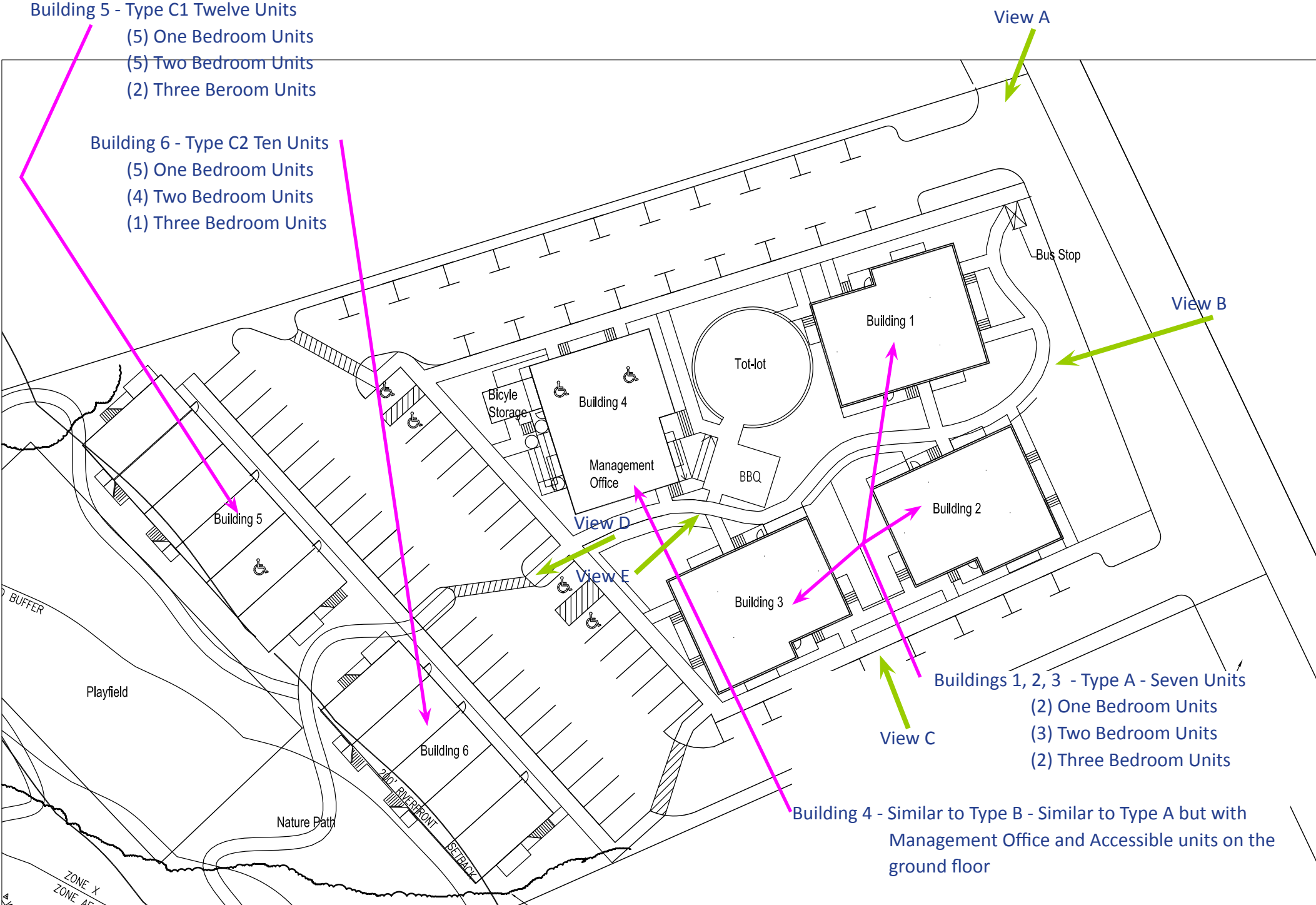
Site Plan in context



Building Layout

Building 5 - Type C1 Twelve Units
(5) One Bedroom Units
(5) Two Bedroom Units
(2) Three Bedroom Units

Building 6 - Type C2 Ten Units
(5) One Bedroom Units
(4) Two Bedroom Units
(1) Three Bedroom Units



View A

View B

Buildings 1, 2, 3 - Type A - Seven Units
(2) One Bedroom Units
(3) Two Bedroom Units
(2) Three Bedroom Units

Building 4 - Similar to Type B - Similar to Type A but with
Management Office and Accessible units on the
ground floor

View A



View B



View C



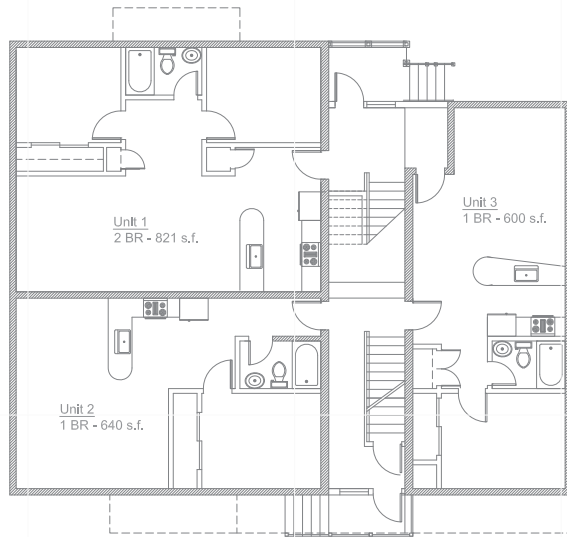
View D



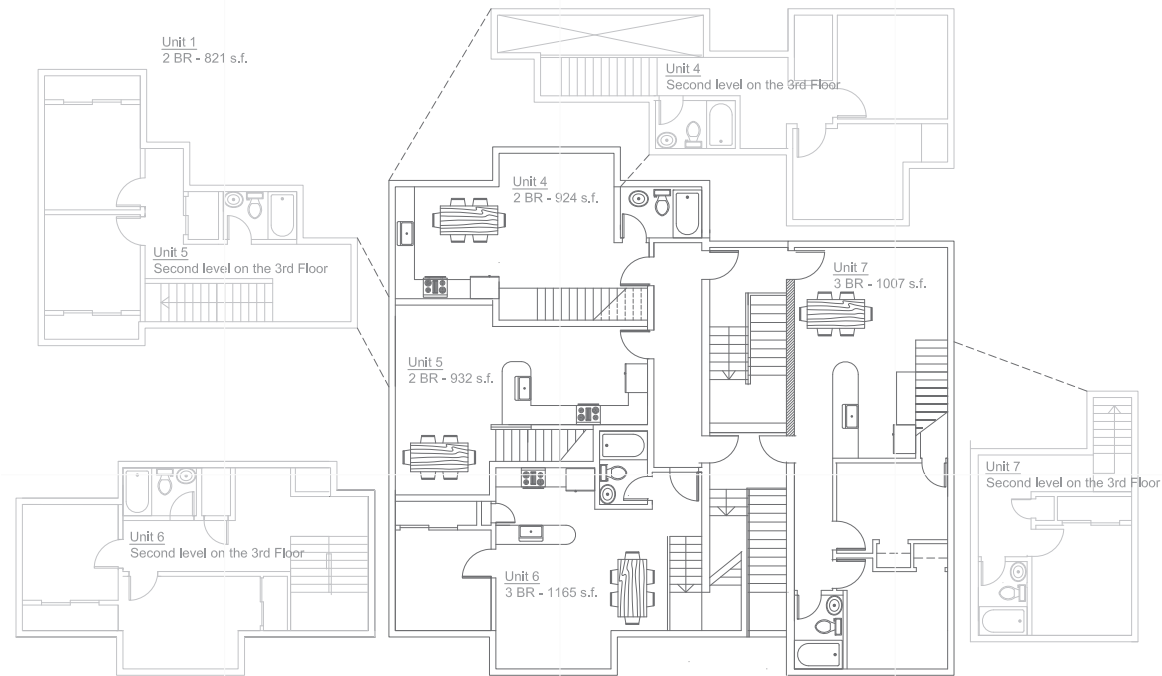
View E



Building Type A



First Floor Plan



Second Floor Plan with Third Floor units projected



Elevation Options

Building Type A Elevation Options



Building Type A Elevation Options



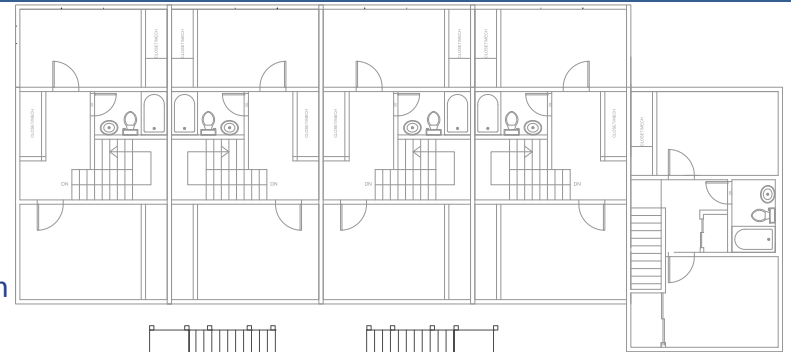
Building Type C1 & C2

The design of this building design in progress. Initial idea is to have townhouse units above one bedroom units.

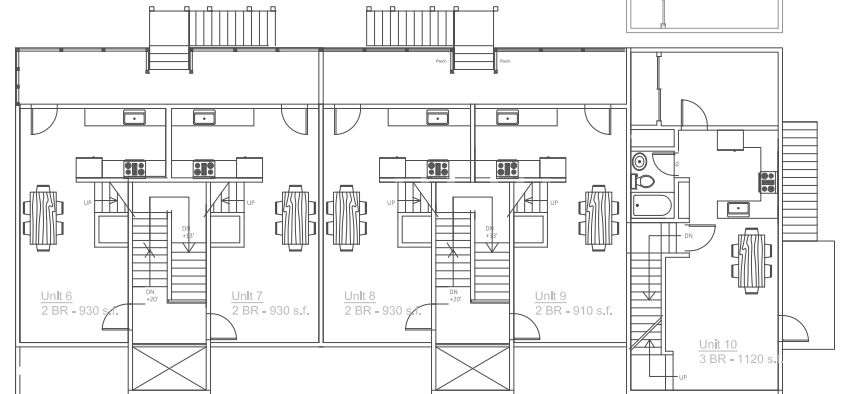
Building Type C typically has a one bedroom apartment with a either a two or three bedroom Townhouse above. In one location two of the smaller units have been combined to create a three-bedroom accessible unit.

All the townhouses have porches and the ground floor units will have outdoor space.

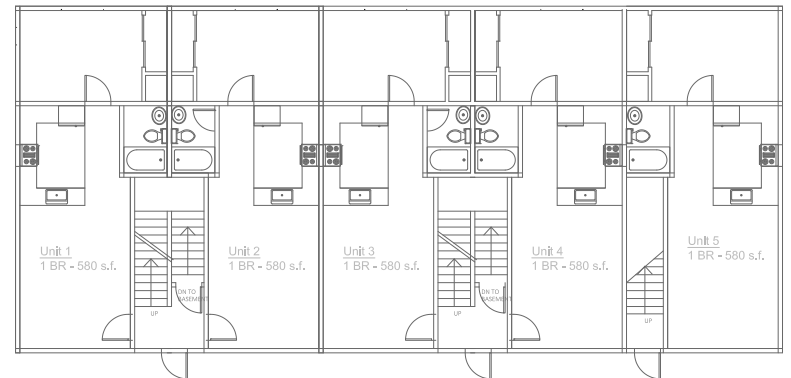
Third Floor Plan



Second Floor Plan

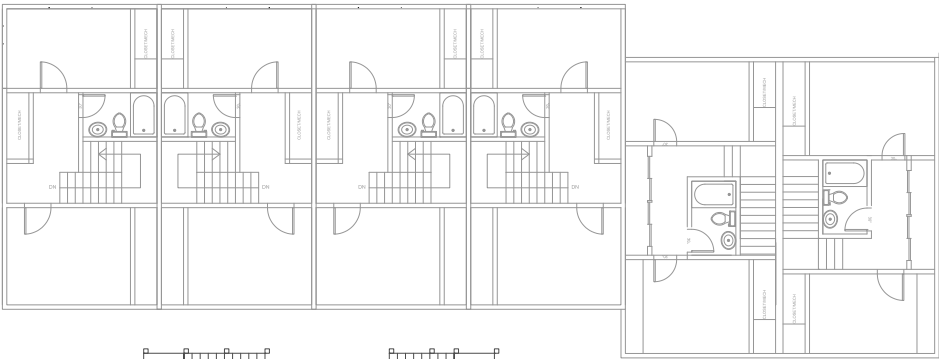


First Floor Plan

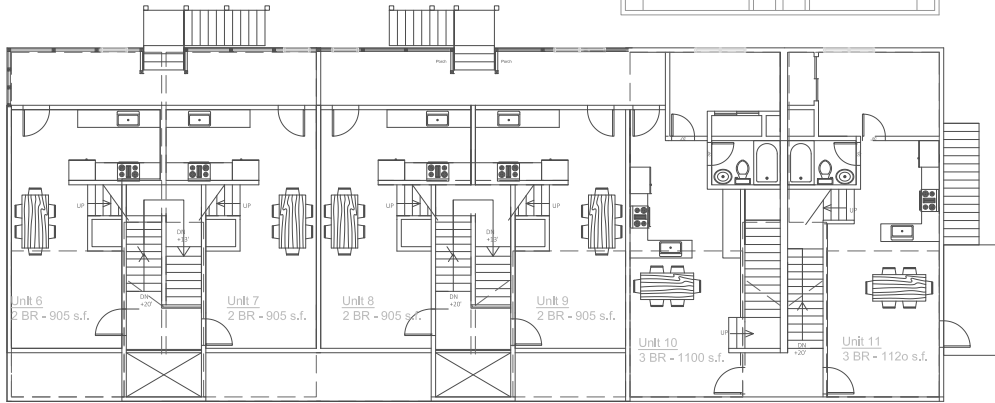
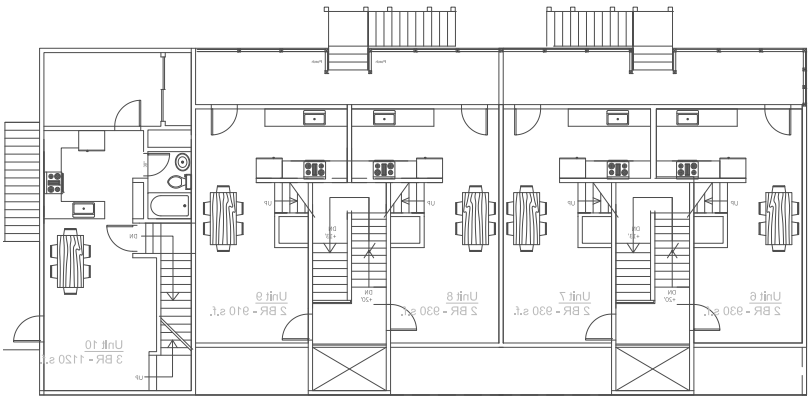


Building Type C1 & C2

Third
Floor
Plan



Second
Floor
Plan



First
Floor
Plan

